

| Agency / Office                       | Description of Records   | Disposition Authority Number (DAN) | Cut-off       | In Office Retention | Records Center Retention | Total minimum Retention | Designation      |
|---------------------------------------|--|------------------------------------|---------------|---------------------|--------------------------|-------------------------|------------------|
| Horse Racing Commission - Office#     | Stewards' Conference Audio Files<br>Audio files of stewards' conference.   | 04-12-69850 Rev.0                  | Calendar Year | 12 Months           | 0 Months                 | 1 Years                 | Non-Archival OFM |
| Horse Racing Commission - Office#     | Stewards' Conference Files<br>Files, which contain investigative reports and other documentation, related to a conference.   | 04-12-60849 Rev.0                  | Calendar Year | 48 Months           | 24 Months                | 6 Years                 | Archival OPR     |
| Horse Racing Commission - Office# 100 | 004 Application for Registration of Appointment of Authorized Agent - Unapproved<br>Provides the Agency with name of individual authorized to act in the horse owner's behalf at the race track.<br>REV. 1: Discontinued 11/16/2004<br>Archival on schedule 3/85 - not on schedule dated 11/04<br>NOTE: Per ARC review committee 10/30/08 - Designated as Archival per State Archivist.                | 85-03-35074 Rev.0                  | CALENDAR YEAR | 24 Months           | 0 Months                 | 2 Years                 | Archival OFM     |
| Horse Racing Commission - Office# 100 | 004 Application for Registration of Appointment of Authorized Agent-Approved<br>Provides the agency with the name of the individual authorized to act in the horse owner's behalf at the racetrack.<br>REV 1: Change office retention from 4 yrs and Records Center retention from 2 yrs without changing the total retention. - 11/04<br>NOTE: Archival designation removed 12/9/1999 per D. Hastings | 85-03-35073 Rev.1                  | Calendar Year | 24 Months           | 48 Months                | 6 Years                 | Non-Archival OPR |
| Horse Racing Commission - Office# 100 | 006 Application for Jockey's License - Approved<br>Provides personnel information on individuals applying for a license as a jockey.<br>REV 1: Discontinued series 11/16/2004<br>Archival on schedule 3/85 - not on schedule dated 11/04<br>AAC confirmed file to remain Archival 12/9/99  | 85-03-35077 Rev.0                  | CALENDAR YEAR | 48 Months           | 24 Months                | 6 Years                 | Archival OPR     |

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| Horse Racing Commission - Office# 100 | 018 Application for Owner's License and Registration of Colors - Approved<br><br>Provides personal information on horse owners and registration of colors to be worn by their jockeys.<br>REV 1: Discontinued 11/04<br>Archival on schedule 3/85 - not on schedule dated 11/16/2004<br>AAC confirmed file to remain Archival 12/9/99.  | 85-03-35086<br>Rev.0 | CALENDAR YEAR             | 48 Months | 24 Months | 6 Years | Archival OPR     |
| Horse Racing Commission - Office# 100 | 021 Apprentice Jockey Certificate<br><br>Provides a record of the number of winning rides an apprentice jockey has. Must have 45 winning rides to be a jockey.<br>REV 1 - Revises the cut-off date from Calendar Year to "until complete (45 rides) or "dropped" from the program.) - 11/16/2004                                       | 85-03-35088<br>Rev.1 | Until complete or dropped | 48 Months | 24 Months | 6 Years | Archival OPR     |
| Horse Racing Commission - Office# 100 | 022 Application to Register Stable Name - Unapproved<br><br>Provides the Agency with the names of individuals or businesses who own the stable and percentage of interest.<br>REV 1: Adds the form number to the title of the record series.) - 11/16/2004   | 85-03-35090<br>Rev.1 | Calendar Year             | 24 Months | 0 Months  | 2 Years | Archival OFM     |
| Horse Racing Commission - Office# 100 | 022 Application to Register Stable Name-Approved<br><br>Provides the agency with the names of the individuals or businesses who own the stable and percentage of the interest.<br>REV 1: Changes the agency office retention from 4 yrs and the Records Center retention from 2 years without changing the total retention. 11/16/2004 | 85-03-35089<br>Rev.1 | Calendar Year             | 24 Months | 48 Months | 6 Years | Non-Archival OPR |
| Horse Racing Commission - Office# 100 | 023 Bill of Sale<br><br>Provides the agency with information on ownership transfer on racehorses during the race meet.<br>REV 1: Changes the office retention from 4 years and the Records Center retention from 2 yrs without changing the total retention.<br>NOTE: Removed archival designation per D.Hastings 12/9/1999            | 85-03-35091<br>Rev.1 | Calendar Year             | 48 Months | 24 Months | 6 Years | Non-Archival OPR |

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| Horse Racing Commission - Office# 100 | 035 Stewards' Rulings<br><br>Provides a detailed account of rule violations by owners, trainers, jockeys, and other licensees and the Stewards findings on said rule violations.<br>REV 1: Changes the agency office retention from 4 years and the Records Center retention from 2 years without changing the total retention.   | 85-03-35094 Rev.1 | CALENDAR YEAR | 24 Months | 48 Months | 6 Years | Archival OPR     |
| Horse Racing Commission - Office# 100 | 039 Applications for Owner's/Trainer's License and Registration of Colors - Unapproved<br><br>Provides personal information on horse owners/trainers and registration of colors to be worn by their jockeys.<br>REV 1: Discontinued 11/16/2004<br>Archival on schedule 3/85 - not on schedule dated 11/04<br>AAC confirmed status to remain Archival 12/9/99  | 85-03-35097 Rev.0 | CALENDAR YEAR | 48 Months | 24 Months | 6 Years | Archival OPR     |
| Horse Racing Commission - Office# 100 | Criminal History Record Information<br><br>Criminal history records information provided by either the Washington State Patrol or the Federal Bureau of Investigation to determine an applicant's suitability to participate in pari-mutuel horse racing.   | 04-12-60859 Rev.0 | Calendar Year | 36 Months | 0 Months  | 3 Years | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | Equine & Licensing Management System<br><br>Information on all horses, including identification, ownership, medical and death records. Information on all applicants/licensees, including biographical, licensing history, criminal history and records of racing violation, and fees paid including industrial insurance premiums. Regulatory information, including stewards' notices and rulings, investigative information. | 04-12-60860 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Archival OPR     |
| Horse Racing Commission - Office# 100 | General Documentation<br><br>Provides documentation pertaining to the operation of the office   | 92-02-49815 Rev.0 | FISCAL YEAR   | 36 Months | 12 Months | 4 Years | Archival OFM     |
| Horse Racing Commission - Office# 100 | Human Drug Testing Files<br><br>Files that contain documented evidence of the result of ordered drug/alcohol testing on applicants or licensees who are subject to the provisions of chapter 260-34 WAC. (New Series)   | 04-12-60851 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years | Non-Archival OPR |
| Horse Racing Commission - Office# 100 | Laboratory Report - Equine<br><br>The original laboratory reports submitted on the test results of blood and urine samples taken of racehorses on the grounds of a racing association during its live race meet and training periods.   | 06-09-61300 Rev.0 | End of Meet   | 36 Months | 0 Months  | 3 Years | Non-Archival OFM |

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| Horse Racing Commission - Office# 100 | Official Correspondence<br>Correspondence from and to political personalities and other public officials or offices, national, state and Local.   | 92-02-49817 Rev.0 | FISCAL YEAR   | 36 Months | 12 Months | 4 Years                         | Archival OFM     |
| Horse Racing Commission - Office# 100 | Papers of Executive Direction<br>Papers reflecting advise from superiors and advise from subalterns or dispensed to others; formal issuances, directives and policy statements; briefings of presentation materials; survey data showing how things are done and reports on what could be done to improve.  | 92-02-49816 Rev.0 | FISCAL YEAR   | 36 Months | 12 Months | 4 Years                         | Archival OFM     |
| Horse Racing Commission - Office# 100 | Photo Finish Images<br>Digital (photographs) images of the final order of finish for each race held during those race meets where the WHRC is responsible for photo finish.<br>Rev 1 - changed the title by removing 'photographs' and replacing it with 'images' and changed the total retention from 30 days to 1 year- 08/06   | 04-12-60853 Rev.1 | End of Meet   | 12 Months | 0 Months  | 1 Years                         | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | Race Meet - Daily Logs<br>Daily logs created by specialized units of the Commission which record in chronological order the actions of Commission employees each day of the meet.   | 04-12-60858 Rev.0 | Calendar Year | 36 Months | 0 Months  | 3 Years                         | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | Race Meet Veterinarian Files<br>These files contain requests to remove horse from the vet's list, furosemide administration/certificate, daily specimen log, test barn veterinarian's report, in-today reports, tattoo list, veterinarian sample reports, split sample chain of custody forms and veterinarian authorization.   | 06-09-61299 Rev.0 | End of Meet   | 1 Months  | 0 Months  | 0.08333333<br>33333333<br>Years | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | Registration Office Reports<br>Reports and documentss created at a racetrack under the jurisdiction of the commission that include Intent to Hire cards, groom slot cards, copies of claims, copies of over & underpayment records (payments between the owner claiming a horse and the racetrack's race office), and correspondence specific to the commission registration offices. | 06-09-61303 Rev.0 | End of Meet   | 12 Months | 0 Months  | 1 Years                         | Non-Archival OFM |

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| Horse Racing Commission - Office# 100 | <p align="center"><b>Satellite and Simulcast Wagering Records</b></p> <p>All records related to satellite and simulcast wagering activity to include satellite reports, simulcast contracts (agreements between a class 1 racetrack and approved satellite locations), satellite inspection reports, and other reports related to simulcast wagering.</p>  | 06-09-61302 Rev.0 | End of Meet   | 36 Months | 0 Months  | 3 Years                         | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | <p align="center"><b>Security Shredder Log</b></p> <p>This is the log kept by the Security Unit that records the destruction of duplicate records of investigative material collected as part of an investigation. The originals become part of the Security Unit's investigative file or the Stewards Conference files.</p>   | 04-12-60856 Rev.0 | Calendar Year | 12 Months | 0 Months  | 1 Years                         | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | <p align="center"><b>Security Unit Investigative Files</b></p> <p>Investigative case files created during an investigation into alleged violations of rules of racing or licensing requirements.</p>   | 04-12-60857 Rev.0 | Calendar Year | 48 Months | 24 Months | 6 Years                         | Non-Archival OPR |
| Horse Racing Commission - Office# 100 | <p align="center"><b>Stewards' Minutes/End of the Meet Reports</b></p> <p>Stewards' minutes are weekly reports prepared by the board of stewards of their regulatory activities and contains the name of the racetrack, the date, the weather and track conditions, claims, inquiries, protests, objections, complaints and steward ruling conferences. The end-of-the-meet report is a report submitted by the presiding steward and contains stewards' observations and comments regarding the conduct of the meet, the overall conditions of the association grounds, and any recommendations for improvement by the association or action by the commission.</p> | 06-09-61301 Rev.0 | End of Meet   | 24 Months | 48 Months | 6 Years                         | Archival OPR     |
| Horse Racing Commission - Office# 100 | <p align="center"><b>Update Past Performance &amp; Workouts</b></p> <p>A record of all the timed workouts for race horses at Class A or B facilities, which is provided daily to the betting public for handicapping purposes.</p>   | 04-12-60854 Rev.0 | End of Meet   | 1 Months  | 0 Months  | 0.08333333<br>33333333<br>Years | Non-Archival OFM |
| Horse Racing Commission - Office# 100 | <p align="center"><b>WHRC Application For License</b></p> <p>Provides the agency with the name, address and other biographical data on all individuals applying for license to determine their suitability to participate in pari-mutuel horse racing in Washington.</p>   | 04-12-60852 Rev.0 | Calendar Year | 24 Months | 48 Months | 6 Years                         | Non-Archival OFM |